



UNITED STATES BANKRUPTCY COURT

Western District of New York

Paul R. Warren
Clerk of Court

Buffalo (716) 551-4130
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NOTICE OF ELECTRONIC AVAILABILITY OF CASE FILE INFORMATION

No. 03-08

Dated: November 14, 2003

The Office of the Clerk is now accepting electronically filed documents and making the content of these pleadings available on the Court's Internet website via WebPACER. Documents and pleadings filed on paper will be imaged, posted to WebPACER, and will be similarly available. Any subscriber to WebPACER will be able to read, download, store and print the full content of electronically filed documents. The Clerk's Office will not make electronically available documents that have been sealed or otherwise restricted by Court Order.

Sensitive information should not be included in any document filed with the Court unless such inclusion is required by the Federal Rules of Bankruptcy Procedure or Official Bankruptcy Forms or the inclusion is otherwise necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, unless specifically required by statute, Federal Rule of Bankruptcy Procedure or Official Bankruptcy Form, whether it is filed traditionally or electronically:

- a. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- b. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used. On Schedules D, E, and F of Official Form 6, debtors, if they so choose, may include their full account numbers to assist the trustee and creditors.
- c. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used. On Schedule I of Official Bankruptcy Form 6, list the age of each of the debtor's dependents.
- d. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used. On Schedule I of Official Bankruptcy Form 6, list relationship and age of the debtor's dependents (i.e., son, age 6).

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. The document shall be retained by the Court as part of the record. The Court will also require that the party file a redacted copy for the public file.

In addition, exercise caution when filing documents that contain the following:

1. Any personal identifying number, such as a driver's license number;
2. Medical records, treatment and diagnosis;
3. Employment history;
4. Individual financial information; and
5. Proprietary or trade secret information

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that all documents and pleadings comply with the Rules of this Court requiring redacting of personal data identifiers. The Clerk will not review each pleading for redaction.

Paul R. Warren
Clerk of Court